

UNITED STATES COURT OF APPEALS FOR THE SIXTH CIRCUIT



Vacancy Announcement No. 15-09

Position: **Active Directory Administrator**

Location: Cincinnati, OH

Salary: \$ 48,636 - \$ 79,080 (CL 27)

Salary commensurate with qualifications in accordance with U.S. Court Guidelines

Tour of Duty: Full-Time

Opening Date: October 29, 2015

Closing Date: The position will remain open until filled. **To ensure consideration, applications must be received by the close of business November 16, 2015.**

The United States Court of Appeals for the Sixth Circuit is accepting applications for the position of **Active Directory Administrator**.

Position Description: The Active Directory Administrator position administers the Microsoft Active Directory (AD) of the Court and is a member of the Information Technology team. The incumbent manages all AD objects, groups, and scripting; and is a primary contributor to the design and implementation of the AD. The Active Directory Administrator provides top-level support to help desk technicians, and also performs direct end user support on the help desk when needed. The incumbent recommends infrastructure changes and assists with planning and implementing relevant security measures. Active Directory Administrators at this level perform advanced maintenance and troubleshooting on hardware, software, and infrastructures. Refer to the complete Position Description attached to this announcement.

Qualifications:

Required

- A minimum of two years of progressively responsible experience in information technology and AD – or – completion of the requirements for an associate's degree or bachelor's degree from an accredited school in computer science or information technology or a related field.
- Microsoft Certified Solutions Expert (MCSE) [or current equivalent]
- Excellent communication skills, both oral and written, strong organizational skills, and customer service skills.
- For those already employed in the federal system, at least one year of experience at or equivalent to CL-26.

Preferred

- CompTia A+ certification
- CompTia Network
- Microsoft Office Specialist (MOS) Master [or current equivalent] certification
- Bachelor's Degree (from accredited college or university)
- Cisco CCNA R&S (Routing & Switching)

Application Procedure: Submit 1) a letter of application emphasizing experience relevant to the position and noting the vacancy announcement number, 2) a detailed resume, including certification(s) and credentials, 3) salary history, and 4) a list of three professional references to Human Resources Manager, United States Court of Appeals for the Sixth Circuit, Room 503, 100 East Fifth Street, Cincinnati, Ohio 45202 or email to the Human Resources Office at ca06-humanresources@ca6.uscourts.gov. **Applications**

should be submitted to the Human Resources Office on or before November 16, 2015. The Court will communicate only with those applicants selected for an interview.

Conditions of Employment: Applicant must be a United States citizen or eligible to work in the United States. Appointment to position is provisional pending suitability determination by the court based on results of a background investigation. Employees are required to use Electronic Fund Transfer for payroll direct deposit.

Benefits: Employees of the U.S. Courts are not classified under the civil service; however, they are entitled to the same benefits as other Federal employees. Benefits include: health, dental, vision, life, long term care and long term disability insurance, annual and sick leave, paid holidays, retirement, and the judiciary's supplemental benefits. For additional information about benefits with the federal judiciary, visit www.uscourts.gov/careers.

THE SIXTH CIRCUIT COURT OF APPEALS IS AN EQUAL OPPORTUNITY EMPLOYER

Job Title	Active Directory Administrator	CL 27
Occupational Group	Professional Administrative	

Job Summary

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Representative Duties

- Review, evaluate, and make recommendations on AD design and implementation.
- Provide day-to-day routine to advanced end user support; answer/resolve the help desk requests relating to AD objects, groups, and scripting; create the help desk tickets and log details of the request. Issues that are not resolved are escalated to vendor support or higher tier IT staff or supervisor.
- Coordinate the development, design, analysis, evaluation, upgrade, implementation and planning of AD systems. Develop requirements and alternatives, including initial cost, maintenance and upkeep. Recommend technical and operational changes or enhancements to new and existing system configurations, usage, and procedures as well as determine hardware and software needed to implement such changes. Coordinate implementation of approved recommendations. Plan, coordinate, and administer the installation, repair, replacement, infrastructure upgrades, integration, version control, of AD.
- Review, evaluate and recommend procurement needs relating to AD technologies. Plan and oversee accounts, including user/device/equipment account management, usage and account analysis, review of invoices and resolution of discrepancies; order and cancel devices and services; and make temporary modifications to services to meet users' needs.
- Oversee inventory of licenses, peripherals, software, and supplies, including warranty information, according to internal control policies.
- Provide advice in areas of technology support, requirements, and capabilities, including anticipation of future requirements and resolution of potential problems prior to implementation to supervisor and Assistant Circuit Executive for IT.
- Monitor latest technology and recommend, develop, document, and install system upgrades, or features in accordance to a clear understanding of the court's business operations and end users' needs. Make adaptations to national systems.
- Create user accounts and provide appropriate group membership and access rights.
- Provide routine to advanced hardware repairs and maintenance on court's AD servers, including software and hardware additions. Provide remote support as required.
- Provide technical expertise in solving routine and complex system problems by analyzing system failures to identify the nature, source and root cause of the failure then takes corrective action. Replace components of malfunctioning equipment; coordinate repair of systems by support vendors.
- Conduct system analysis to measure performance, security posture, and system optimization; make recommendations; and take action based upon the approval of the Systems Manager and Assistant Circuit Executive for IT.
- Monitor systems and services for reliability; troubleshoot connection and other service impacting issues.
- Develop and maintain reference materials, policies, and procedures. Develop and maintain

technical documentation of solutions, system reference, and configuration.

- Develop and conduct device and systems training on technology techniques, applications, and utilization for all court personnel. Develop and maintain procedural guidelines and training materials for end users.
- Act a primary technical contact for contractors and other outside vendors.
- Maintain software and license inventory; create and maintain drawings and data on network infrastructures & systems (i.e. topology and configurations).
- Coordinate and lead groups of IT staff and court user as directed by IT management to identify, plan and implement special initiatives and projects; report back to management on the groups' findings, recommendations and progress.
- Travel to all court locations when necessary.
- Perform other duties as assigned.

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Information Technology, Telecommunications and Video Requirements

- Advanced knowledge of the design, installation, operation, programming, and troubleshooting of Microsoft Active Directory and X.500 computer networking standards. Advanced knowledge of theories, principles, practices. Knowledge of capabilities, limitations and functional applications of AD / X.500 standards and infrastructure. Specialized knowledge of AD and computer networking. Skill in identifying complex electronic directory services problems and reviewing and analyzing related information to develop and evaluate options and implement workable solutions. Skill in working with end users and analyzing their needs, goals, and product requirements to create new and functional designs.
- Knowledge of theories, principles, practices and techniques of Local Area Networks (LAN) and Wide Area Networks (WAN), including systems security standards. Knowledge of software programs and hardware. Skill in the latest technology, routine hardware maintenance procedures, and electronic devices. Ability to implement, and operate information technology systems. Ability to perform system repair skills (cabling, soldering etc.)
- Skill in analyzing court networking standards, electronic directory service, and infrastructure needs.
- Skill in working with end users and analyzing their needs and product requirements to create new and functional designs. Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement workable solutions.
- Skill in analyzing, interpreting, and presenting research findings and preparing written recommendations. Skill in coordinating network and electronic directory service projects with senior management. Skill in planning and organizing multiple projects simultaneously. Ability to meet established guidelines and commitments.
- Ability to train personnel in AD, computer networking, and X.500 concepts.
- Ability to document information technology systems.

Procurement

- Knowledge of IT-related internal controls concerning procurement, inventory and receiving materials, including property management internal controls.
- Knowledge of national vendor agreements and ability to use vendor online administrative tools.

Court Operations

- Knowledge of court policies, procedures, processes, and guidelines with emphasis on specific mission critical systems. Skill in analyzing court information technology needs.

Human Resources

- Skill in training employees with varying educational backgrounds and aptitudes. Ability to facilitate and coordinate the project work of other court professional and IT staff.

Judgment and Ethics

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to communicating information effectively, both orally and in writing to individuals and groups to provide information. Ability to communicate technical information effectively, to end users in a manner they can understand. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to work as part of a team.

Factor 2 – Primary Job Focus and Scope

Active Directory Administrators conduct research, analyze options, and communicate the results of the analysis, while preventing legal or personal liability against the circuit executive and the employee. Incumbents advise and make recommendations to the Systems Manager and Assistant Circuit Executive for IT that take into account complex issues or multiple functional areas within the court unit. The incumbent administers AD systems, provides solutions, and directs user support based on understanding the needs and priorities of the court and end users. The work impacts the level of production and efficiency of how the work of the court is performed. The potential consequences in judgment include devices and systems that do not meet the needs of the end users, create potential security breaches, and/or perform poorly. This can result in decreased productivity and increased costs.

Factor 3 – Complexity and Decision Making

Active Directory Administrators evaluate and make decisions within the context of professional standards, broad policies, or general goals. They resolve problems, questions, or situations based on advanced and thorough knowledge and experience with court policies, practices, and guidelines. Active Directory Administrators work independently in resolving complex software, hardware, device and services problems, evaluating trends, security demands, and standards; managing IT initiatives/projects and leading other team members and groups in implementing and integrating various solutions.

Factor 4A – Interactions with Judiciary Contacts

The primary judiciary contacts are judges, chambers staff, circuit executive, court unit executives, peers, and other court unit staff, Administrative Office staff for the purpose of leading and coordinating projects; designing, modifying and adapting telecommunications and video programs; and troubleshooting and resolving complex computer related problems.

Factor 4B – Interactions with External Contacts

The primary external contacts are vendors for computer networking and electronic directory services. Interactions may include problem resolution at a local or national level; supporting vendors in resolving complex issues; and working with vendors to develop highly technical solutions.

Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting. Active Directory Administrators lift and move moderately heavy items such as computer equipment. Occasional travel within the circuit is required. Work during non-business hours and weekends may be required.